

GRANT WRITING INFORMATION FILE

This list is intended to help you build a file of information that can be used as required for each individual grant application. Read the grant application carefully and provide all information requested. Some of the items on this list will only rarely be requested, but others are common to most grant applications.

- Legal name of organization, address and phone number
- Mission Statement
- Organizational resumé, fact sheet or brief history
- Board of Directors list with names, contact information, positions, terms, and affiliations
- Percentage of Board of Directors that make a cash donation to the organization (time and in-kind donations are not relevant when this question appears on grant application)
- Copy of 501(c)(3) letter of determination from the IRS
- Most recent 990
- Most recent financial statement
- Organizational budget for current year
- List of current funding sources
- List of community support: donations, gifts in-kind, volunteer hours
- Program or project budget
- List of recent grants awarded, pending and declined
- Last 2 audited financial statements (if audits are done)
- Annual Report (if done)
- Information about in-kind donations and volunteer hours
- Executive Director, name and contact information
- Contact for grant
- Resumes and bios of key people
- List of collaborators
- By-laws
- Anti-discrimination policy
- HR policies
- Letters of support
- Thank you letters from clients
- Newspaper clippings
- Stories, quotes or anecdotes that highlight the success of your organization's work
- Brochures
- For arts grants: sample of work (CD or DVD)

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